United Nations ST/AI/2000/7

Secretariat

15 August 2000

# Administrative instruction

## Medical standards and clearances*

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1 and for the purpose of establishing conditions and procedures for medical clearance as a requirement for recruitment, change of duty station and mission assignment under staff regulation 4.6 and staff rules 104.16, 204.6 and 304.7, promulgates the following:

### Section 1
### Purpose of medical clearance

1.1 The initial purpose of medical clearance of candidates selected for employment is to ensure, as far as possible, that their medical status meets the United Nations standards of physical and mental fitness for employment.

1.2 The purpose of medical clearance of staff members subsequent to their appointment is to ensure that they continue to maintain such fitness in a manner that enables them to perform the functions assigned when they are redeployed to other duty stations, requested to travel on mission, detailed or assigned to peacekeeping, humanitarian and political missions.

1.3 Medical clearance of both candidates and staff members is determined with reference to their medical status and occupation, as well as to the general conditions at the duty station at which they are to serve. Aspects such as epidemiological factors and medical facilities at the duty station are particularly important in this respect.

### Section 2
### Medical clearance for initial appointment

2.1 Subject to the provisions of section 2.2 (b) of the present administrative instruction, initial appointments of less than six months which do not involve travel outside the country of normal residence, or initial appointments of less than six months requiring travel to the duty station but no subsequent travel during the period of appointment, may be given on the basis of a medical certificate stating that the candidate is in good health and free of tuberculosis. In the latter case, the medical certificate shall also specify that the candidate is fit to travel.

2.2 A full medical examination, on which medical clearance will be based, is required in the following situations:

(a) Any recruitment for six months or longer;

(b) Regardless of appointment duration, a full medical examination shall be required when:

(i) The staff member is expected to travel outside the country of the duty station after recruitment;

(ii) The staff member is recruited for functions in the security service, or as a manual worker or driver;

(iii) The staff member is recruited for field service;

(iv) The staff member is recruited for peacekeeping, humanitarian and political missions. In those cases, however, an interim appointment for three months may be given on

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the basis of a certificate of good health. Within three months of such appointment, the staff member must undergo a full medical examination.

**Section 3**
**Validity of medical documentation and medical clearance**

3.1 Certificates of good health are valid for one year from the date of their issuance.

3.2 A new medical examination will be requested for the purpose of medical clearance when recruitment of a candidate has not taken place within one year.

**Section 4**
**Medical clearance after initial appointment**

4.1 Medical clearance is required in the following situations:

(a) If an appointment for less than six months is extended beyond six months;

(b) When a staff member is detailed or assigned to a peacekeeping, humanitarian or political mission, or redeployed or assigned from one mission to another. In the case of redeployment between missions, a full medical examination shall be at the discretion of the clearing Medical Service, taking into account all criteria for medical clearance;

(c) When a staff member is to travel on official business, or is assigned, to a duty station classified by the International Civil Service Commission in categories A, B, C, D and E. Those duty stations are identified in an annual information circular entitled "Classification of duty stations and special entitlements for staff members serving at designated duty stations".

4.2 Medical clearance is not required when a staff member is transferred or assigned from any duty station to a duty station classified by the International Civil Service Commission in the H category. Those duty stations are identified in the annual information circular referred to in section 4.1 (c) of the present administrative instruction.

**Section 5**
**Authority to grant medical clearance**

5.1 Medical clearance for all recruitment processed at United Nations offices away from Headquarters (the United Nations Office at Geneva, the United Nations Office at Vienna, the United Nations Office at Nairobi) and at regional economic commissions is the responsibility of the medical officer of such office or commission.

5.2 Medical clearance for recruitment at all other duty stations, including Headquarters in New York, is the responsibility of the United Nations Medical Director or duly authorized United Nations medical officer.

**Section 6**
**Procedures, forms and documentation for initial appointment**

6.1 Certificates of good health shall be issued by the treating physician of the candidates selected for appointment no more than four weeks prior to initial recruitment, and may be used within one year of issuance for subsequent reappointment(s) of the same individual when the conditions of section 2.1 of the present administrative instruction are met. These certificates shall be submitted to the recruiting offices and retained in the official status files. When no satisfactory health certificate can be produced, the matter shall be referred to the United Nations Medical Director or to a duly authorized United Nations medical officer for advice before the candidate is appointed.

6.2 When, in accordance with section 2.2 of the present administrative instruction, a full medical examination is required for the purpose of medical clearance, candidates shall be examined by a medical officer of the United Nations system or a designated United Nations examining physician. The results of the full medical examination, including prescribed tests, shall be documented on a medical examination form. Prior to the examination, candidates shall complete the questionnaire of the medical examination form related to their medical history and certify the completeness and correctness of the information given. They are also required to furnish any medical certificates, documents and data as the United Nations Medical Director or a duly authorized United Nations medical officer may request.

6.3 The recruiting office shall forward to the appropriate medical service a request for medical clearance, which shall contain the functional title of the

applicant, the type and duration of the appointment and the duty station.

**Section 7**
**Procedures, forms and documentation after initial appointment**

When, in accordance with section 4.1 of the present administrative instruction, staff members are requested to undergo a full medical examination, procedures set out in sections 6.2 and 6.3 are to be followed. In that case, the words "recruiting office" in section 6.3 refer to the new office to which the staff member is being assigned, as the case may be.

**Section 8**
**Medical clearance and medical classification**

8.1 Based on the results of the full medical examination, the United Nations Medical Director or duly authorized United Nations medical officer will provide the recruiting office with the candidate's or staff member's medical clearance and medical classification and any observations, which may be appropriate.

8.2 The medical classifications are defined as follows:

1A Individuals who are fit for general employment

1B Individuals who have a chronic medical condition that is under control and are fit for general employment

2A Individuals who have a serious medical condition and are not fit for employment, but could be considered for employment if the condition is corrected

2B Individuals with reduced work capacity or reduced life expectancy, and who are not fit for employment

**Section 9**
**Final provisions**

9.1 The present administrative instruction shall enter into force on 1 September 2000.

9.2 Administrative instruction ST/AI/1999/11, entitled "Medical standards and clearances", is hereby abolished.

(*Signed*) Joseph E. **Connor**
Under-Secretary-General for Management